HAB Conference EHBs Resources
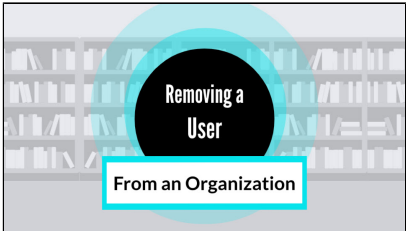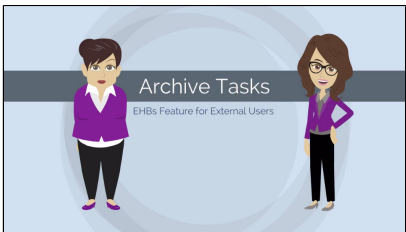
This page provides helpful resources on the HRSA Electronic Handbooks (EHBs) for recipients who are attending the HAB Conference.

Helpful Resources

General Topic	Specific Help Topic	Description	Help & Video Pages	Video Time
EHBs Registration	**Getting Started in the EHBs**	This video will give you an overview of how to get started in HRSA's EHBs.		3:49
	How to Register to an Organization	This video will take you through the required steps to register a account to an organization in HRSA's EHBs.		4:50
	How to Add a Grant to the EHBs Portfolio	This video will take you through the required steps of adding a grant to the HRSA EHBs Portfolio.		6:08
Permissions & Access	**EHBs User Permissions Overview**	This video provides an overview of the EHBs Roles and Permissions for Organizations and Grants, and walks through the different types of privileges associated with Grantee and Applicant roles.		6:36
	Managing Users in the EHBs	This video provides an overview of how Authorizing Officials and Project Directors can manage users in the EHBs, and provides the steps for approving new users, managing permissions, and removing users, at the Organization and Grant level.		9:14

	Removing a User from a Grant	This video provides a step by step walk through on how to remove a user from a grant in the Electronic Handbooks (EHBs) and provides an overview of the user permissions required to do this.		4:26
			Removing a User From a Grant	
	Removing a User from an Organization	This video provides a step by step walk through on how to remove a user from an organization in the Electronic Handbooks (EHBs) and provides an overview of the user permissions required to do this.	Removing a User From an Organization	3:58
	How do I change my Project Director?	This video will take you through the required steps to change your Project Director in HRSA's EHBs.	PROJECT DIRECTOR	4:11
Helpful Features	Archive Tasks Feature	This video provides an overview on the EHBs Archive Tasks feature for External Organization Users. This video explains: • How External EHBs users can declutter their pending tasks with the new Archive Tasks feature • Who can archive what types of tasks • How to archive tasks that are no longer needed • How to unarchive tasks, if needed	Archive Tasks EHBs Feature for External Users Wiki: https://help.hrsa.gov/x/EwDKAw	4:53
	Download and Print Documents Feature	This video provides an overview of the EHBs Download and Print Documents feature which allows grantees to download and print their Grant related documents in one place. This video shows how to: • Find the Download Documents feature • Select your documents to download • Start the download request • Download the documents	Download & Print Wiki: https://help.hrsa.gov/x/FQDKAw	4:35
	Assistance with EHBs Using Screen Sharing	The EHBs Screen Sharing feature allows the HRSA Customer Support Center staff to see your screen while assisting with your EHBs related request.	Wiki: https://help.hrsa.gov/x/JwC8Aw	N/A